QUICK STEPS FOR A *QUICK QUOTE* REQUEST

What   This is a handy reference for you to use when creating a *Quick Quote* request.

Only required fields (marked with a red "*****") that allow you to submit a Quick Quote request will be covered in this guide. For further information about all *Quick Quote* options and functionality please see the Buyer User Guide which is available from the left hand menu in *Quick Quote*.

How   You must have an active eVA buyer login and *Quick Quote* must be an enabled application on your account.

Step 1	Login to your eVA account www.eva.virginia.gov	Enter your eVA **User Name**:_____ Enter your eVA **Password**:_____
Step 2	Click on the *Quick Quote* link	Located in the left menu of the Portal Home Page under Applications
Step 3	View the **Current Request** List	This shows all current requests. The Buyer User Guide is also available in the left menu.
Step 4	Click **Create Request**	
Step 5	Enter a **Response Title**	This can be any description you choose.
Step 6	Enter a **Close Date**	Vendors must respond with their quotes by the Close Date (also called Response Due Date on the Current Request List screen). *Quick Quote* requires that the close date be at least one hour from the current time.
Step 7	Click **Next**	This button takes you to the "Item Management" screen and is located at the top right and bottom right of the screen.
Step 8	Click **Add New Item**	
Step 9	Enter information for required fields (Marked with a red "*****") Fill in optional fields as needed (You may also attach files)	*Item Description *NIGP Code *Quantity *Need by Date *Unit of Measure *Ship to
Step 10	Click **Save Item**	The first item is saved and the screen refreshes so you can enter your next item. Repeat steps 9 and 10 until all items have been entered.
Step 11	When item entry is finished, Click **Return to Item Management**	This link is located at the top center and bottom center of the screen.
Step 12	Click **Next**, Review the Vendor List screen	Review Vendor information, add Adhoc Vendors and then select and deselect Basic Vendors, if necessary.
Step 13	Click **Next**, Review the Vendor Notification screen	*Quick Quote* will notify vendors via email and fax. The section titled 'Notified by Buyer' highlights vendors who have not selected a notification method. If desired, you may notify these vendors.
Step 14	Click **Next**, Review your *Quick Quote* on the "Request Review" screen	If any changes need to be made, click the Previous button, or use the left menu to navigate to the section that needs to be updated.
Step 15	Click **Submit**	You will see the message "Quick Quote Request is Complete". A list of notified vendors will be displayed.

QUICK STEPS FOR *QUICK QUOTE* EVALUATION

What   This is a handy reference for you to use when performing *Quick Quote* evaluation.

How   Your Quick Quote request must be in *Closed* or *Bids Opened* status.

Step 1	Login to your eVA account www.eva.virginia.gov	Enter your eVA **User Name**:_____ Enter your eVA **Password**:_____
Step 2	Click the *Quick Quote* link	Located in the left menu of the Portal Home Page under Applications
Step 3	View **Current Request** list	This screen shows all current requests. The Buyer User Guide is also available in the left menu. Find the **Quick Quote** request that you would like to evaluate. The close date and time for the **Quick Quote** request must have passed.
Step 4	Click the check box next to a Quick Quote Request, and then click the **Evaluate** button. Review the Evaluate Request screen	The **Evaluate** button is located above and below the Current Request List. Click the check box next to the Quick Quote Request you would like to evaluate then click the **Evaluate** button. The Evaluate Request screen displays.
Step 5	Select the **Award Method** using the drop down menu	This is located at the bottom left of the Evaluate Request screen. Choices are: Line, Lot, Grand Total (defaults as entered when request created).
Step 6	Click **Next** Review the Responses to your **Quick Quote**	This button is located at the top right and bottom right of the screen. The Evaluation screens (Line Item, Lot, or Grand Total) allow you to compare prices using the selected evaluation method. All screens show the Vendor, SWAM indicator, Response ID (with a link to the response), and Total. Line Item Evaluation also shows Quantity and Unit of Measure.
Step 7	Select the vendor (s) by clicking the radio button in the Select column on the far left Click **Next**	To view the entire vendor response, click the Response ID link in the far right column. You can view the vendor's attachments from this page. You can also No Award the entire Quick Quote or an individual Quick Quote line or lot by selecting the No Award radio button at the line/lot level.
Step 8	Review the Evaluation information Click **Submit**	The Evaluation Review page allows you to have one last look at your **Quick Quote** award information before you submit. After submittal the status of your **Quick Quote** will change to *Bids Opened*.
Step 9	Requisition Generated in eMall message will be displayed	The screen will display both a unique Award ID and **Quick Quote** ID. **TO COMPLETE THE ORDER.** Wait 15 - 30 minutes. Go to *Shop Now*. Locate your requisition referencing the **Quick Quote** ID and Award ID. Review and make any necessary changes, then click Submit.
Step 10	Once your order has been completed, set status to *Awarded*	Find the Quick Quote you want to update, check the box then click the **Evaluate** button. Check the "Set status to Awarded" box, click the **OK** button on the confirmation page. Uncheck the box to reverse from *Awarded* back to the previous status. A countdown will display for the days remaining that you can change the status.

For more detailed information on the entire Quick Quote application, read and review the Quick Quote Buyer User Guide. Appendix A of the Quick Quote Buyer guide contains vendor instructions so you can assist your vendors, if need be.

The link to this user guide is located under the Support heading in the left menu of the Current Request List screen.

For more help:

- Call toll free **866-289-7367**

- Email eVACustomerCare@dgs.virginia.gov